

IN THE COURT OF APPEALS OF MARYLAND

ADMINISTRATIVE ORDER ON JUDICIAL INFORMATION SYSTEMS UNIT

WHEREAS, The Judicial Information Systems Unit (JIS) provides technological assistance to many units in the Judicial Branch; and

WHEREAS, There are often conflicting demands upon the resources of the JIS;

WHEREAS, Technological advances can only mean additional demands in the future, as computer and other technology increasingly become integral to the efficient operation of all units in the Judicial Branch;

WHEREAS, It is essential that there be an mechanism for the allocation of JIS resources;

NOW, THEREFORE, I, Robert M. Bell, Chief Judge of the Court of Appeals and administrative head of the Judicial Branch, pursuant to the authority conferred by Article IV, § 18 of the Constitution, do hereby order this 25th day of January, 1999, that, effective immediately:

1. Creation of JIS; Personnel.

- a. Creation. There is a Judicial Information Systems Unit in the Administrative Office of the Courts.
- b. Personnel. There is a director, deputy director and other personnel at JIS as provided in the State budget.

2. Technology Oversight Board.

- a. Creation. There is a Technology Oversight Board (hereinafter "Board").

- b. Membership. The Board consists of the following 14 members:
- 1) the Chief Judge of the Court of Appeals;
 - 2) the Chief Judge of the Court of Special Appeals or a designee of the Chief Judge;
 - 3) two Circuit Court judges designated by the Conference of Circuit Judges;
 - 4) two District Court judges designated by the Chief Judge of the District Court;
 - 5) a Circuit Court Clerk designated by the Conference of Circuit Clerks;
 - 6) the Chief Clerk of the District Court or a designee of the Chief Clerk;
 - 7) three court administrators, designated by the Chief Judge of the Court of Appeals; and
 - 8) as non-voting, *ex officio* members, the State Court Administrator, the Director of JIS and the Assistant Administrator in charge of Circuit Court Management Services.
- c. Officers. The Chief Judge of the Court of Appeals is Chair of the Board. The Chief Judge may appoint a vice-chair or other officers as the Chief Judge considers necessary.
- d. Quorum. A majority of the authorized membership of the Board is a quorum.
- e. Meetings. The Board shall meet at least once a month, at the times and places the Chair determines.
- f. Staff. The Deputy Director of JIS shall serve as staff to the Board.
- g. Function. As described in this Order, the Board shall

provide oversight on the allocation of resources by JIS and direction to the Director of JIS in determining long-term needs and overall strategies for development and management of Judiciary-wide information technology.

3. Responsibilities of JIS Director. The director of JIS serves as the senior technical manager for the Maryland Judicial Branch. Under the direction of the Board, the director is responsible for:
 - a. general administration of the State-funded electronic data processing (EDP) system of the Judicial Branch;
 - b. determination of long-term needs and overall strategies for development and management of Judiciary-wide information technology;
 - c. oversight of: software, hardware and related technology design, development, acquisition, maintenance, and integration, to include mainframe, micro, mini and client/server computing applications; computer-based transaction processing and reporting; and data and information warehousing and analysis;
 - d. assurance of the integrity of Judiciary data through information security and access management;
 - e. identification of changes and trends in computer and systems technology and interpreting their implications to senior management;
 - f. proposal and administration of the operational budget of JIS; and
 - g. supervision of JIS personnel in accordance with the policies applicable to employees of the Administrative Office of the Courts.
4. Liaison Function. In accordance with the directives of the Board and the direct supervision of the director of JIS, JIS personnel shall coordinate with and provide assistance to State and local information systems interacting with the EDP

system of the Judicial Branch and act as technical liaison with data processing, budget and other State and local agencies that request information from JIS data files, including the Criminal Justice Information System, the Governor's Office of Crime Control and Prevention, the Department of Juvenile Justice, the Department of Public Safety and Correctional Services, the Department of Transportation (e.g., Motor Vehicle Administration), the Public Defender's office, the State Board of Election Laws, and local detention facilities and police departments.

/s/ Robert M. Bell

Robert M. Bell
Chief Judge

Filed: January 25, 1999

/s/ Alexander L. Cummings

Clerk
Court of Appeals of Maryland